

Town of Egremont
Human Resources Committee
Meeting Minutes
Monday, September 27, 2021

Present in person: Chair: George McGurn
Members: Chuck Ogden and Laura Allen
Cara Becker, Personnel Director

Chair McGurn opened the meeting at 4:02 PM

The minutes from the August 16^h meeting were approved by unanimous voice vote.

Policies and Procedures were reviewed, and suggested changes were agreed upon.

Personnel Director, Cara Becker said that she is working on a Hiring Policy and will present a draft at the next meeting. It was agreed that it is important the Personnel Director be involved in all new position creation and hiring for such.

Personnel Director, Cara Becker gave updates.
Laura Allen will take on the 'Employee cost' project.

There was discussion regarding the performance evaluation process. It was suggested that only exempt employees get a merit increase based on the performance evaluation and non-exempt employees would receive the agreed upon COLA. No final decision was made. More discussion to follow.

Chuck Ogden said that he was not happy with the performance evaluation form that is currently used. The Committee agreed to review the Performance Evaluation document to see if there should be any changes.

Personnel Director, Cara Becker will create a job description for the Fire Chief since, currently, there is none.

The meeting ended at 5:22 pm. The next meeting date was not set but will be in October.

Respectfully submitted,

Cara Becker, Personnel Director